

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

Report on Training Statistics for OTR

3. FUNCTIONAL AREA

PERSONNEL

☒

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)

Tabular

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OTR

10. PREPARING COMPONENT (include lowest level
contributing information to report)

TD/OS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
12	7.51		4		30.04		1		30.04

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$30.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This is a report to OTR on the training activities of the

14. FUTURE GOALS

15. GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

25X1
25 October 1970

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Acting Chief, Technical Division

Classification

25X1